

Name: _____ Student # _____ Contact: _____

Business Administration Diploma Course Selection and Option Planning Guide Graduation Requirement Checklist for Students Entering Business Administration after September 1, 2003							
Semester by Semester Plan							
FIRST YEAR							
Semester 1				Semester 2			
Code	Description	Cr	Mark	Code	Description	Cr	Mark
BUAD 111	Financial Accounting I	3		BUAD 113	Canadian Business (g)	3	
BUAD 123	Management Principles	3		BUAD 116	Marketing	3	
BUAD 128	Computer Applications I	3		BUAD 195	Financial Management (pre: BUAD 111)	3	
CMNS 112	Business Communications I (Pre: English admission requirement)	3		One of:	BUAD 121, 176, 206, 251, 269, or elective (see specific option electives)	3	
MATH 114	Business Mathematics (Pre: Math admission requirement)	3			Elective (d) CMNS 122 strongly advised	3	
		15				15	
SECOND YEAR							
Semester 3				Semester 4			
Code	Description	Cr	Mark	Code	Description	Cr	Mark
BUAD 262	Organization Behaviour (Pre: BUAD 123)	3		BUAD 209	Business Law	3	
BUAD 264	Management Accounting (Pre: BUAD 111)	3		BUAD 272 BUAD 293	Business Simulation or Entrepreneurship (f) Pre: BUAD 111, 116, 123, 128, 195, Co: 264	3	
	Elective (a)	3			Elective (a)	3	
	Elective (a)	3			Elective (a)	3	
	Elective (a)	3			Elective (a)	3	
		15				15	

Note: For full program information please see the OC Calendar

Notes:

- The Diploma in Business Administration consists of 60 credits. In addition to the 36 credits of required courses, students must take 12 credits of specific option electives and 12 credits of business or non-business electives. Options are available in Accounting, Financial Services, Hospitality and Tourism Management, Human Resources Management, Management, Marketing and General Studies.
- Business electives include all BUAD courses except BUAD 100 and BUAD 107.
- Non-business electives must be courses which are part of a diploma or degree program. COSC 122, MATH 111, MATH 120, & MATH 160 cannot be used as electives in the Business Admin Diploma
- Students admitted to or contemplating entering the BBA program should take STAT 124 in the Second Year.
- CMNS 122 is strongly recommended as 1st year elective
- When BUAD 293 is selected as a required course it cannot also be used as a specific option elective.
- Students admitted to or contemplating entering the BBA program should take ECON 115 and ECON 125 as substitutes for BUAD 113 and one 3-credit elective.
- STAT 121 is an approved substituted for STAT 124.
- To determine which courses are offered by term and by campus or by distance education please go to www.okanagan.bc.ca and select ClassFinder from the quick links list.

**Business Administration Diploma
Course Selection and Option Planning Guide**

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Specific Option Elective Checklists

Accounting Option			Financial Services Option		
Code	Description	Pre-requisites	Code	Description	Pre-requisites
Required for option:			Required for option:		
BUAD 121	Financial Accounting II	BUAD 111	BUAD 235	Wealth Mgmt & Estate Planning	BUAD 251, MATH 114
BUAD 263	Intermediate Accounting I	60% min in BUAD 121	BUAD 251	Personal Financial Planning	None
Plus two of:			Plus two of:		
BUAD 208	Canadian Income Tax I	BUAD 111	BUAD 176	Professional Selling	None
BUAD 236	Accounting Computer Application	BUAD 111, BUAD 128	BUAD 208	Canadian Income Tax I	BUAD 111
BUAD 273	Intermediate Accounting II	BUAD 263	BUAD 233	Financial Planning Fundamentals	BUAD 251, MATH 114
BUAD 283	Management Information Systems	BUAD 128	BUAD 234	Risk and Retirement Planning	BUAD 251, MATH 114
BUAD 296	Long-term Capital Mgmt	MATH 114	BUAD 250	Canadian Securities (add'l fee)	None
BUAD 365	Cost Accounting	BUAD 121, BUAD 264	BUAD 296	Long-term Capital Management	MATH 114
BUAD 369	Canadian Income Tax II	BUAD 208	BUAD 356	Contemporary Practices in Financial Planning	BUAD 251, MATH 114 Co-Req: BUAD 208
			BUAD 369	Canadian Income Tax II	BUAD 208

Hospitality & Tourism Management Option			Human Resources Management Option		
Code	Description	Pre-requisites	Code	Description	Pre-requisites
Required for option:			Required for option:		
BUAD 206	The Business of Tourism	None	BUAD 269	Human Resources Mgmt	Co req: BUAD 123
BUAD 207	Restaurant Cost Controls	BUAD 111	BUAD 279	Industrial Relations	BUAD 123
BUAD 218	Restaurant Operations Mgmt	BUAD 207	Plus two of:		
BUAD 220	Hotel Management	None	BUAD 245	Compensation and Benefits	BUAD 269
Recommended electives: BUAD 176, 266, 269, 293, 299, 332 or 336			BUAD 246	Recruitment and Selection	BUAD 269
			BUAD 247	Training and Development	BUAD 269
			BUAD 248	Occupational Health & Safety	BUAD 269

Management Option			Marketing Option		
Code	Description	Pre-requisites	Code	Description	Pre-requisites
Required for option:			Required for option:		
BUAD 176	Professional Selling	None	BUAD 176	Professional Selling	None
BUAD 269	Human Resources Mgmt	Co req: BUAD 123	BUAD 210*	Intro to Marketing Research	60% min BUAD 116
Plus two of:			*Students with credit for BUAD 268 are not required to take BUAD 210		
BUAD 207	Restaurant Cost Controls	BUAD 111	Plus two of:		
BUAD 220	Hotel Management	None	BUAD 266	Advertising & Sales Promo	BUAD 116
BUAD 279	Industrial Relations	BUAD 123	BUAD 278	Marketing Management	60% min BUAD 116
BUAD 283	Mgmt Information Systems	BUAD 128	BUAD 290	Introduction to Merchandising	
BUAD 289	Purchasing & Materials Mgmt	BUAD 116	BUAD 291	Designing Retail Environment	BUAD 116
BUAD 293	Entrepreneurship (f)	BUAD 111, 116, 123, 128, & 195, Co req: 264	BUAD 292	Fashion & Merchandise Display	BUAD 116
BUAD 298	Small Business Management	BUAD 111, 116, 123, 128, & 195	BUAD 293	Entrepreneurship (f)	BUAD 111, 116, 123, 128, & 195, Co req: 264
BUAD 382	Operations Management	BUAD 128, 264, Math 114, STAT 124 (h)	BUAD 297	Retailing	BUAD 116
			BUAD 298	Small Business Management	BUAD 111, 116, 123, 128, & 195
			BUAD 336	Services Marketing	BUAD 116, 2 nd yr std

General Studies Option	
Description	Credits
BUAD elective any level	3
BUAD elective 200 level or higher	3
BUAD elective 200 level or higher	3
BUAD elective 200 level or higher	3

NOTE:

BUAD 206 The Business of Tourism, formerly HOSP 210
 BUAD 207 Restaurant Cost Controls, formerly HOSP 238
 BUAD 218 Restaurant Operations Mgmt, formerly HOSP 236
 BUAD 220 Hotel Management, formerly HOSP 220
 BUAD 299 Conventions Management, formerly HOSP 250
 BUAD 392 Adventure & Eco-Tourism, formerly HOSP 251